

INFORMAL LETTER 1

You should look at the poster on the next page and study the information carefully to write your letter.

Your grandmother has seen the poster on the next page. She would like to take part in some of the activities for senior citizens at the community centre. She has asked for your opinion on the activities she should sign up for.

Send a letter to your grandmother suggesting:

- two activities on the flyer you think she will enjoy
- another two activities that are not on the flyer that she will also enjoy
- which activity/activities you feel she will enjoy the most and why you think so

Write your letter in clear, accurate English and in an encouraging and enthusiastic tone that will show your grandmother how interested and excited you are in helping her to decide what activities to take up.

You should use your own words as much as possible.

HEALTHY AND ACTIVE LIVING

BE AN EFFECTIVE VOLUNTEER

This one-day course explains the fundamentals of volunteering such as its importance and purpose. Develop effective communication skills, conflict resolution and teamwork. Find out about the different organisations that are actively looking for volunteers.

IT SKILLS

Learn basic infocomm activities and simple security tips. Select from 3 different courses or sign up for all 3 courses and get a 15% discount on course fees.

- No knowledge of computers? Take up the Basic Computer Course that will teach you the different parts of the computer and how to use the operating system in most computers.
- Want to communicate with your loved ones? Find out more about email etiquette and creating an email account.
- Want to increase your knowledge without leaving the house? Learn how to surf the Internet to search for the information you need.

Each 2-day course will be held at the offices of Glendale Infocomm at 124 Glendale Avenue.

FOOD AND SNACK MAKING

Learn how to make food and snacks from the various ethnic groups. There is always something new for you to learn.

UKULELE LESSONS FOR BEGINNERS

Learn how to strum and how to play the few important chords you'll need for a variety of songs. Playing a musical instrument provides mental stimulation and improves dexterity. The ukulele is also one instrument that you can take with you anywhere!

BASIC PHOTOGRAPHY LESSONS

Learn the important skills you need to capture your memorable moments. You will spend most of your time having practical lessons. You will travel to both outdoor and indoor locations to learn firsthand how to take the best photographs. Learn about background, colour, focus and many more!

24 Wilma Crescent
Singapore 918276

15 May 2015

Hi Grandma,

I was very happy to receive your letter. It's been such a long time since we spoke. I'm pleased to learn that you are interested in taking up the activities at the community centre. It'll be a great way to stay active!

One of the activities I would recommend is photography. You've always loved taking pictures of just about everything around you and a couple of months ago you were **lamenting** about your lack of photography skills. With these lessons, you will be able to learn about background, colour and focus. You will no longer take **blurred** photos. What's more, the lessons will take place both indoors and outdoors. Since you'll not be **cooped up** in a room, it'll be a great way to get some fresh air as well.

Another activity you could take up is the one-day volunteer course. It'll be great to volunteer your service at homes where you can **mingle** with other elderly people and help those who are less mobile. You could also volunteer at children's homes. I've such **fond** memories of my childhood with you; I'm sure other children will be glad to have you take care of them too. However, volunteering is not always simple and sometimes we might come into **conflict** with the people in charge or with other volunteers. I'm sure this course will teach you how to overcome such issues and how to communicate effectively with others. It'll also be a good way to find out which organisations are looking for volunteers.

Besides these activities, I saw another activity when I was surfing the internet the other day. Other community centres are offering line dancing classes. You told me how much you've always loved to dance. This is a great way to take up your hobby and meet some new friends as well.

I think playing a sport is also a good idea. You've always been so active and you told me how much you enjoyed hitting the shuttlecock back and forth with cousin Jim. However, you were also trying to grapple with the rules of the game at the same time. Why not take up some badminton lessons? You'll be playing really well in a short while and we can play together when I visit you next time!

Paragraph Topic

Paragraph 1

Introduction: Background information on letter

Paragraph 2

Take up photography lessons

Paragraph 3

Take up the one-day volunteer course

Paragraph 4

Take up line dancing at other community centres

Paragraph 5

Take up badminton lessons

Of all the activities, I think the photography lessons will be the most useful for you. You have so many photo albums of your overseas trips and special family events. Mum told me that you bought a new camera recently. This will be a good way to practise using the camera. Now is definitely a good time to learn more about photography. Blurred photos will be **a thing of the past!**

I hope my suggestions are useful. Do write and let me know which activity you decide to take up. Mum said that she's taking me to visit you next month. I can't wait to see you then!

Love,
Brenda

Paragraph 6

Photography lessons will be the most useful for you

Paragraph 7

Conclusion: Events after the email

Comments

The writer states the points clearly in each paragraph with one paragraph containing one main point based on the purpose of the letter – suggesting activities for the grandmother. The writer also connects the paragraphs well, showing a fluidity in the writing.

Vocabulary

1. **lamenting:** to show disappointment and annoyance
2. **blurred:** unclear and hard to see
3. **cooped up:** to stay in a place for a period of time
4. **mingle:** to mix around and talk to other people
5. **fond:** to have good memories of something or someone
6. **conflict:** disagreement
7. **a thing of the past:** something that will not happen again

Word Use

A well written letter should have ideas that are well connected. Simple words and phrases can be used at the beginning of a paragraph to show the connection between the ideas.

- Another activity...
- Besides these activities...
- ...also a good idea
- Of all the activities...

The writer also uses these words at the beginning of each paragraph to tell the reader what the paragraph is about.